

Rules Committee



Eric Moore, Chair

Wednesday, April 26, 2006
12:00 pm to 2:00 pm
Public Health
4041 North Central Avenue, Phoenix
15th Floor, Joshua Room

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Meeting Minutes

Attended: Eric Moore, Keith Thompson, Larry Stähli, Randall Furrow

Alternates:

Excused: Mark Kezios

Absent:

Guests: John Sapero, Michael Bryson

Welcome, introductions and declarations of any conflicts-of-interest

Eric Moore called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Eric Moore determined that quorum was established, with four of five members present at 12:14 pm.

Review and approval of the minutes for the February 22, and March 22, 2006, meeting

MOTION: Keith Thompson moved to accept the minutes. Randall Furrow seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Committee Chair update

None.

Leave of Absence

The committee discussed clarification of a leave of absence policy to avoid penalties for members who must miss a significant number of excused meetings. Planning Council Support clarified that the committee attendance, while required, does not count toward the absence policy

Members and guests of the Planning Council may attend either in person or via telephone conference call.

The committee may vote to go into Executive Session for the purpose of discussion or consultation for legal advice with the County attorney or attorneys on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3).

Funding is provided by the United States Department of Health and Human Services, the Ryan White CARE Act Amendments of 2000 and the Maricopa County Department of Public Health.

AGENDA *continued*

requiring no more than five absences (of any type). Resignation-by-absence from the Council may only occur through absences from Planning Council meetings.

| Action Item | Responsible | Due |
|---|--------------------|------------|
| A clarification memorandum will be drafted for the next meeting | Eric Moore | 5/24/06 |

Code of Conduct

The committee discussed the development of a code of conduct to direct the expected behavior of members and alternates. The Greater Hampton Roads HIV Health Services Planning Council Code of Conduct were used as the foundation for revisions.

| Action Item | Responsible | Due |
|--|--------------------|------------|
| Refine the draft of the Code of Conduct | Eric Moore | 5/24/06 |
| Discuss Code of Conduct at Executive Meeting | Eric Moore | 5/4/06 |

Bylaws Revisions

This item was tabled.

Bylaws Glossary

The committee developed a glossary of terms, acronyms, abbreviations, and definitions to add to the Bylaws.

MOTION: Randall Furrow moved to accept the document. Larry Stähli seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

| Action Item | Responsible | Due |
|---|--------------------|------------|
| Present Glossary to Executive Committee | Eric Moore | 5/4/06 |

Review of sub-committees' Policies & Procedures documents

The committee reviewed the completed Policies & Procedures documents developed by the Membership Committee. Recent revisions were suggested by HRSA consultants.

MOTION: Larry Stähli moved to accept the minutes. Randall Furrow seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Determination of the agenda items for the next meeting

The committee determined action items and possible topics for the next meeting.

AGENDA *continued*

- **Review of sub-committees' Policies & Procedures documents**
- **Code of Conduct**
- **Leave of Absence**

Current events summaries

Randall Furrow announced upcoming Membership Committee and Gecko Forum meetings.

Eric Moore reminded all that Medicare Part D enrollment ends May 15 and urged everyone to spread the word.

Call to the public

None.

Adjourn

The meeting adjourned at 1:18 p.m.

Next meeting of this committee: Wednesday, May 24, 2006. This committee generally meets on the fourth Wednesday of each month.